

Interrupted Students Guidance Document – Exeter Campuses

Please find below some useful guidance when considering an interruption to your studies. Consideration of the 'Procedures and Sources of Advice' (Chapter 13 of the Learning and Teaching Support Handbook) is strongly advised before any decisions are made with regard to interruptions. PGR students should refer to 'Periods of registration and changes to registration status for graduate research students' (Chapter 5 of the PGR Handbook) for further details about interruption for PGRs.

For any further queries with regard to interruptions which are not provided for here, please do not hesitate to contact your Personal Tutor or the [Students' Union Advice](#) for advice. Postgraduate Research students should contact their [PGR Support Team](#), Supervisor or Pastoral Tutor.

Council Tax Exemptions

In order that you remain exempt from Council Tax payments during interruption, Exeter City Council may require confirmation of your study status. The University will support applications for exemption by providing you with an exemption letter to the local authority for their records. You can either;

- Print this document from the "Self Service Letters" tab in the Student Record System on iExeter
- Visit/contact the SID Desk.

Please see our [Council Tax webpage](#) for more information about Council Tax and [exemption letters](#).

Accommodation

If you choose to interrupt your studies, please note the following points regarding your University accommodation:

- The University will be entitled to terminate the Accommodation Agreement and you will be required to leave your accommodation. If you wish to terminate your Agreement, you may only do so in the circumstances, and on the conditions, set out in the Accommodation Agreement.
- You must follow any procedures set out in the Resident's Handbook (except in the circumstances described in the [Accommodation Terms and Conditions](#)).
- You must notify your Faculty (or delegated School) as well as the [University Accommodation Team](#) via [SID](#) to confirm your expected date of departure and to ensure that they have received information from the relevant Faculty (or delegated School).

- Once you have cleared your room of your belongings, you must ensure all keys/access cards are returned to the Residence's Reception. The University will charge for any outstanding items.
- If you wish to remain in University or nominated accommodation throughout your period of interruption, you should contact the [University Accommodation Team](#) via [SID](#) in the first instance.
- For nominated residences, students would be advised to contact the [University Accommodation team](#) via [SID](#).

Library and IT/ email access

During your period of interruption, you will normally retain access to Library facilities and your IT/ email account will normally remain active. It is neither encouraged nor expected that you should engage in study/ with emails relating to study during your period of interruption. Therefore, any urgent/ important communications from the University requiring response or attention will be sent to your personal email address and any letters sent in hard copy to your home address where appropriate; please therefore ensure your up-to-date contact details are provided to the university before interruption commences.

Wellbeing Services

- Wellbeing Services will continue to offer their services for up to one month/ four weeks following the start of your interruption to assist in your transition and signpost you to community services in your home locality (or where you choose to reside for the duration of your interruption.) Please note that this support will only be provided for the first four weeks of interruption.
- If you have interrupted on medical grounds and are not intending to stay locally, it is strongly recommend that you make regular contact with your GP or local specialist mental health provider.
- If you are not living in the immediate campus locality, Wellbeing Services offer online or telephone support. You will still be able to access all the online resources and self-help support such as [Silvercloud](#) and any other information and guidance programmes offered by the Wellbeing Services team.
- PGR Students should refer to the [PGR Health and Wellbeing pages](#) for details about support available to them, and should contact the PGR ESAW or their [PGR Support Team](#) for guidance about how these services may be affected during periods of interruption

Other impacts of interruption

- By opting for interruption, DSA funded support will be withdrawn – for students with complex mental health issues this will include the withdrawal of funding for mental health mentoring.
- During interruption, it is possible that changes will be required within the structure/ delivery of your current programme of study. The university will take appropriate measures to limit the impact of such changes on students but where impact remains, Faculty (or delegated Schools) will provide alternative options/ strategies in order to minimise disruption.
- Please note that while Interrupted you will still bound by the normal student regulations with regard to conduct. Any reports of misconduct will be dealt with by the University in the usual way.
- In unresolved cases of Academic Misconduct where the offending student has interrupted, the Faculty (or delegated School) will halt its proceedings until the student has returned to study.
- For PGR students, you will no longer have access to academic supervision for your research project for the duration of your interruption, but you are welcome to remain in contact with the Faculty (or delegated School). You will normally be expected to complete your Annual Research Student report Monitoring (see Chapter 7 of the PGR Handbook) , however, Faculty (or delegated Schools) will take into account your circumstances and necessary processes will be handled in an appropriate way.
- *If you are an international student with a Tier 4/ Student visa, we strongly recommend that you seek advice on the implications of your decision which you can access by contacting the International Student Support Office.*
- If you are interrupting for pregnancy/ maternity/ adoption reasons, please ensure you have read our guidance on this (see Chapter 25 of the Learning and Teaching Support Handbook).

Returning to study

- Student Records/Postgraduate Administration will send an email, via SID or PG Admin respectively, to both your personal and university email addresses in advance of your return to study date to confirm that you either intend to return, request an extension to your interruption or withdraw from study. **Please ensure that you respond to this email to ensure your continued place on your course.**

Once you have confirmed your intention to return, your Faculty (or delegated School) will then begin to prepare a managed/ supported return for you. This may involve:

- Setting up a meeting with your Personal Tutor/ Supervisor and/or Pastoral Tutor to discuss any specific requirements for support which may be needed.
- Organising discussions between you and your Faculty (or delegated School) regarding any changes which may have occurred to your programme and your resulting options;
- Organising consultation(s) with Wellbeing Services if required.
- PGR students interrupted for medical reasons should refer to Chapter 5 of the PGR Handbook, 'Periods of registration and changes to registration status for graduate research students', for further details regarding the return to study.